

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER EPGS18033	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Special Advisor	GS	0301	12	
4. Supervisor's Recommendation	Special Advisor	GS	0301		
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Victoria Tran			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY Office of the Administrator		e.			
b. Office of Executive Secretariat		f.			
c.		g.			
d.		h. Employing Office Location WASHINGTON, DC			
		i. Organization Code A0E0000000			
8. SUPERVISORY STATUS					
<p><input type="radio"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.</p> <p><input type="radio"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.</p> <p><input type="radio"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).</p> <p><input type="radio"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.</p> <p><input type="radio"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.</p> <p><input checked="" type="radio"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.</p>					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Ryan T. Jackson, Chief of Staff		d. Typed Name and Title of Second-Level Supervisor Andrew R. Wheeler, Acting Administrator			
b. Signature	c. Date 7/31/18	e. Signature	f. Date 7/31/18		
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="radio"/> This position has no promotion potential <input type="radio"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="radio"/> 1 Low <input type="radio"/> 2 Moderate <input checked="" type="radio"/> 3 High Security Clearance Required: No	c. Financial Disclosure Form <input type="radio"/> OGE-450 Required <input checked="" type="radio"/> OGE-278 Required No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="radio"/> may be IA'ed <input checked="" type="radio"/> may not be IA'ed <input type="radio"/> is limited to current incumbent	e. FLSA Determination <input type="radio"/> NONEXEMPT <input type="radio"/> EXEMPT* (*check exemption category) <input checked="" type="radio"/> Administrative <input type="radio"/> Professional <input type="radio"/> Executive	f. Functional Classification Code _____	
g. Bargaining Unit Code 8888	h. Check, if applicable: <input type="radio"/> Medical Monitoring Required <input type="radio"/> Extramural Resources Management Duties (0 % of time) <input type="radio"/> This position is subject to random drug testing ()		i. Classifier's Signature Cory Colonius		j. Date 8/27/18
11. REMARKS					

SPECIAL ADVISOR

GS-0301-12

INTRODUCTION

This position serves as a Special Advisor for the Office of the Executive Secretariat. The Office of the Executive Secretariat is the focal point in the Agency for tracking of all executive correspondence and documents for the Administrator and Deputy Administrator. The office is also responsible for managing Freedom of Information Act (FOIA) operations.

The proposed incumbent of the position requested for Schedule C exception will not be able to adequately perform his duties without being privy to the political, personal, and management philosophies of the Administrator, Deputy Administrator, and the Chief of Staff. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the Administrator, Deputy Administrator, and the Chief of Staff and, as such, will be expected to reflect their supervisor's philosophies in conversations with leading figures of the government, business, and other groups. The incumbent will also be obliged to present the views of the Administrator, Deputy Administrator, and the Chief of Staff in correspondence and other communications with Agency managers and program officials.

MAJOR DUTIES

Serves as a special advisor to the office of the executive secretariat specializing in the Freedom of Information Act (FOIA). Advises on the execution and management of FOIA requests and projects. Makes recommendations regarding program effectiveness and efficiency. Provides guidance and advice on Federal privacy policy, processes, and information management. This includes consulting on congressional inquiries, calendar management, and other record preservation. Arranges for the implementation of specific policies and solutions developed.

Maintains a continuous awareness of information management, privacy, and FOIA, and makes recommendations concerning the development and implementation of agency wide program implementation and improvements. Advises on federal record keeping guidance.

Performs a variety of special assignments sometimes on the basis of specific instructions but more often with only a general outline of what is desired. Provides information to the supervisor and other senior staff through personal briefings, special reports, and position papers on urgent and sensitive matter of particular concern or interest to OEX. Makes observations and adds input, as appropriate, to consider during the decision-making process when planning the course of action.

Advises on operational program development efforts which reflect a commitment to improving the effectiveness and efficiency of the FOIA process. Provides timely input and suggestions when administrative management guidelines and procedures are being developed to ensure smooth

and uninterrupted operations for handling highly sensitive and/or urgent tasks, especially those of a political nature.

Maintains ongoing liaison with the Office of Continuous Improvement and the Office of Congressional and Intergovernmental Relations to ensure involvement of office priorities and oversight in applicable areas.

Writes and prepares briefing materials, position papers, and responses to White House or Congressional inquiries.

Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED

LEVEL 1-7

1250 PTS

Extensive knowledge of a wide range of administrative concepts and practices sufficient to enable the incumbent to recommend changes to administrative policies, to devise and implement procedures and practices affecting the office, and to foresee any administrative problems and requirements.

Knowledge of government information management laws, regulations, principles, and policies.

Knowledge of comprehensive analytical and evaluative techniques, concepts, principles, and methodology related to the identification, consideration, and resolution of issues or problems of a procedural or factual nature.

Comprehensive knowledge of the supervisor's policies and views on significant matters affecting the organization.

FACTOR 2. SUPERVISORY CONTROLS

LEVEL 2-4

450 PTS

Within established work assignments, the employee is responsible for planning and organizing work, estimating costs, coordinating with staff and line management personnel, and conducting all phases of the work. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed assignments, projects, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

FACTOR 3. GUIDELINES

LEVEL 3-4

450 PTS

Guidelines include agency policies, and administrative and operational procedures. Incumbent must use initiative and resourcefulness in deviating from traditional methods to perform the assignments. The incumbent uses judgment to interpret and adapt guidelines to specific assignments to achieve required results.

FACTOR 4. COMPLEXITY

LEVEL 4-4

225 PTS

The work involves gathering information, identifying and analyzing issues, and developing recommendations to resolve substantive problems related to Government information management. The employee decides what needs to be done by evaluating unusual circumstances, considering different approaches, and dealing with incomplete and conflicting

data. The employee uses judgment and originality by interpreting data, planning the work, and refining the methods and techniques being used.

FACTOR 5. SCOPE AND EFFECT

LEVEL 5-4

225 PTS

The purpose of the work is to effectively and efficiently collect, maintain, use and/or disseminate government information. Work involves identifying, analyzing and making recommendations to resolve complex problems. The incumbent advises on changes to program administration or recommends policies that authoritatively form the basis for management decisions affecting the efficiency and economy of operations. Work contributes to optimum organization functions. Work affects the plans, goals and effectiveness of programs at various locations within the Agency.

FACTOR 6. PERSONAL CONTACTS

LEVEL 6-4

110 PTS

Contacts are with persons inside and outside the agency. Contacts within the agency include senior agency managers and other officials. Outside contacts include consultants, business executives, and high ranking officials of other agencies and institutions.

FACTOR 7. PURPOSE OF CONTACTS

LEVEL 7-3

120 PTS

Purpose of the contacts is to collect and exchange information, provide consultation on problems, defend proposed approaches, negotiate settlement of differences, and resolve problem areas or controversies.

FACTOR 8. PHYSICAL DEMANDS

LEVEL 8-1

5 PTS

There are no major physical demands inherent with this position. The work is sedentary in nature.

FACTOR 9. WORK ENVIRONMENT

LEVEL 9-1

5 PTS

The work is performed in an office setting.

TOTAL: 2840

GS-12: 2755-3150